

Department of Planning and Zoning  
Zoning Hearings Section  
111 NW 1 Street 11th Floor  
Miami, Florida 33128  
(305) 375-2640

## **CHILD CARE CHECKLIST REQUIREMENTS**

### **FOR ZONING HEARING**

1. Day nurseries, day cares and kindergartens require a public hearing unless the property intended for such use is zoned RU-3, RU-3M, RU-3B, RU-4L, RU-4M, RU-4, RU-4A, RU-5, RU-5A, OPD, BU (Business) or IU (Industrial) and meet all requirements including setbacks for buildings of public assemblage where occupancy is for 25 or more, or other applicable setbacks. Must also comply with all other code requirements including, but not limited to, handicap accessibility and plumbing fixture count.

Private schools are permitted on properties zoned RU-3, RU-3M, RU-3B, RU-4L, RU-4M, RU-4, RU-4A, AU and BU (Business) subject to compliance with the aforementioned requirements.

2. Must comply with all requirements of Article XA, (§33-151.11 through 33-151.22) Zoning Code of Miami-Dade County.
3. Submit six full sets of plans for zoning hearing review, including:
  - a. Site plans with zoning legend, showing outdoor playground area with a fence, parking spaces and stacking
  - b. Floor plans identifying classroom area(s) – dimensioned (note: for 50 or more children the plans must be sealed by an architect or engineer)
  - c. Completed Child Care Checklist (attached)
  - d. Landscape plans, Landscape Legend and Certification of Compliance with Chapter 18A (Landscape Code)

This application and accompanying plans will be reviewed by the Department of Planning and Zoning. Early contact with the sections involved would be beneficial to the applicant. Contact the Zoning Information Section at (305) 375-1808, the Zoning Processing Section at (786) 315-2650, and the Planning Division at (305) 375-2800. Apply for a building permit at 11805 S.W. 26 Street, between the hours of 7:30 AM and 10:00 AM Tuesday through Friday. If you have any questions regarding the process for applying for building permit, please contact the Permit Section at (786) 315-2100.

## DEFINITIONS

Day Nursery	Child care for infants and children up to the age of six (6).
Kindergarten	Childcare and preschool programs for children ages four (4) through six (6).
After-School Care	Child care and recreation for children above the age of five (5) when no formal schooling program is conducted and where the care provided is generally after school, on weekends, school holidays and vacation.
Baby-sitting Service for Shoppers	Childcare for limited time periods (maximum three (3) hours) provided within a shopping center solely for the convenience of the patrons, and limited to not more than forty (40) children at any one time.
College or University	An institution of higher learning beyond the high school level.
Family Day Care	Childcare and recreation with a maximum of five (5) children including the day care operator's own children.
Private School	This term as used herein refers to any private institution providing childcare and/or instruction at any level from infants through the college level.
Elementary, Junior, and/or Senior High	Reference to these schools are to be broadly interpreted to encompass any schools, graded or ungraded, whose students are within the age ranges typically found at these school levels.
Child, Student, Pupil	The terms "child", "student", or "pupil" and their plurals are used interchangeably.

Child Care Check List for  
Day Nursery, Day Care, Kindergarten, Private School

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_ Tax Folio # 30 - \_\_\_\_\_

1. Is this an expansion to an existing school? ☐ Yes ☐ No If yes, indicate the number of students: \_\_\_\_\_ and age and grade ranges originally approved: \_\_\_\_\_
2. Total size of site: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ + 43,560 sq. ft. = \_\_\_\_\_ acres
3. Number of children or students requested: \_\_\_\_\_ Ages : \_\_\_\_\_
4. Number of teachers: \_\_\_\_\_ number of administrative & clerical personnel
5. Number of classrooms: \_\_\_\_\_ Total square footage of classroom area: \_\_\_\_\_
6. Total square footage of non-classroom area (offices, bathrooms, kitchens, closets): \_\_\_\_\_
7. Amount of exterior recreation /play area in square footage: \_\_\_\_\_
8. Number & type of vehicle(s) that will be used in conjunction with the operation of the facility: \_\_\_\_\_
9. Number of parking spaces provided for staff, visitors, and transportation vehicles:  
\_\_\_\_\_ parking spaces provided \_\_\_\_\_ parking spaces required by Section 33-124 (L)
10. Indicate the number of auto stacking spaces: \_\_\_\_\_ provided \_\_\_\_\_ required
11. Proposed height for the structure(s): \_\_\_\_\_ See Section 33-151.18(g)
12. Size of identification sign: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. See Section 33-151.18 (c).  
Signage will require a separate permit. Contact the Permit Section at 786-315-2100.
13. Days and hours of operation: \_\_\_\_\_
14. Does the subject facility share the site with other facilities? \_\_\_ Yes \_\_\_ No (If yes, the space which will be used solely for the school facility during the hours of operation must be indicated on the plans, pursuant to Section 33-151.16.)
15. If the school will include residential uses, do such uses meet the standards provided in Section 33-151.17? ☐ Yes ☐ No (If yes, describe the residential uses and indicate same on the plans.)

**PHYSICAL STANDARDS: OUTDOOR RECREATION SPACE AND CLASSROOM SPACE MUST BE CALCULATED IN TERMS OF THE MAXIMUM NUMBER OF CHILDREN IN ATTENDANCE AT ANY ONE TIME.**

The following information will determine the maximum number of children permitted at the facility. WHEN GRADE LEVELS OVERLAP, THE MORE RESTRICTIVE SHALL BE USED.

**CLASSROOM SPACE:** Calculated by grade levels.

- a. Day Nursery / kindergarten, preschool and after school care

35 sq. ft. x \_\_\_\_\_ (number of children) = \_\_\_\_\_ sq. ft. of classroom area required.

- b. Elementary Grades 1 - 6

30 sq. ft. x \_\_\_\_\_ (number of children) = \_\_\_\_\_ sq. ft. of classroom area required.

- c. Junior High and Senior High School (Grades 7-12)

25 sq. ft. x \_\_\_\_\_ (number of children) = \_\_\_\_\_ sq. ft. of classroom area required.

TOTAL SQUARE FOOTAGE OF CLASSROOM AREA REQUIRED : \_\_\_\_\_

TOTAL SQUARE FOOTAGE OF CLASSROOM AREA PROVIDED: \_\_\_\_\_

**OUTDOOR RECREATION SPACE:**

- a. Day nursery/kindergarten, preschool and after school care

45 sq. ft. x \_\_\_\_\_ (1/2 of children) = \_\_\_\_\_

- b. Grades 1 - 6 500 sq. ft. x \_\_\_\_\_ (first 30 children) = \_\_\_\_\_

300 sq. ft. x \_\_\_\_\_ (remaining children) = \_\_\_\_\_

- c. Grades 7 - 12 800 sq. ft. x \_\_\_\_\_ (first 30 children) = \_\_\_\_\_

300 sq. ft. x \_\_\_\_\_ (next 300 children) = \_\_\_\_\_

150 sq. ft. x \_\_\_\_\_ (remaining children) = \_\_\_\_\_

TOTAL SQUARE FOOTAGE OF OUTDOOR RECREATION SPACE REQUIRED: \_\_\_\_\_

TOTAL SQUARE FOOTAGE OF OUTDOOR RECREATION SPACE PROVIDED: \_\_\_\_\_

**TREES:** See Section 33-151.18(h), and the Planning Division for additional requirements (12th floor).

- a. 28 trees are required per net acre. Trees required: \_\_\_\_\_ Trees provided: \_\_\_\_\_

- b. Ten shrubs are required for each tree required. Shrubs required: \_\_\_\_\_ Shrubs provided: \_\_\_\_\_

- c. Grass area for organized sports/ play area in square feet: \_\_\_\_\_

- d. Lawn area in square feet (exclusive of organized sports/ play area): \_\_\_\_\_

School Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

THE INFORMATION ABOVE IS COMPLETE AND IS CORRECT TO THE BEST OF MY KNOWLEDGE.

Signed, sealed, executed and acknowledged on this \_\_\_\_ day of, \_\_\_\_\_ at Miami-Dade County, Florida.

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally appeared \_\_\_\_\_, to me known to be the person described in and who executed the foregoing instrument and he/she acknowledged to me the execution thereof to be his/her free act for the uses and purposes therein mentioned.

MY COMMISSION EXPIRES: